

DEPARTMENT: _____ AGENCY/HOME ORG: _____

DIVISION: _____

SECTION: _____

REQUEST FOR VARIABLE 80-HOUR WORK SCHEDULE

Under section 7(k) of the Fair Labor Standards Act and NRS 284.180, employees involved in law enforcement and fire protection may choose and be approved for a variable 80-hour schedule within a biweekly pay period.

By entering into this agreement, I, _____, understand that I am
(Print Name)

working a variable 80-hour work schedule. Overtime will be considered after working 80 hours in the biweekly pay period or, if approved, one scheduled shift of eight or more hours.

I further understand that this agreement may be rescinded by either party giving 30 working days notice.

Entered into this _____ day of _____ in the year _____

Employee's Signature	Employee ID #	Date
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Approved by: _____

Supervisor's Signature Date

Approved by: _____

Appointing Authority's Signature Date

Note: An employee approved for a variable 80-hour work schedule must have the appropriate variable work cycle code entered into the ADVANTAGE-HR IFS system. Complete the work cycle code on the ESMT-A under agency specific data. Submit the ESMT-A along with the original signed copy of this document to Division of Human Resource Management Records.

Distribution: Original, Division of Human Resource Management Records
Employee
Department/Division
Agency Personnel File

CM:hg
TS-78A
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